

Select Board liaisons to other Town boards and committees shall:

- 1) be available, as needed, for consultation by the board or committee or chair on issues of procedure or substance of which the Select Board liaison has or can obtain information;
- 2) communicate to the board or committee, via the chair, if appropriate, questions or concerns or other feedback from the Select Board;
- 3) communicate to the Town Manager any issue or concern that the board or committee may have that cannot be communicated directly to the Town Manager or through the staff liaison to the board or committee;
- 4) communicate to the Town Manager any concerns about staff liaisons or other issues for which the Town Manager has responsibility and/or may be of assistance;
- 5) maintain a general familiarity with significant issues and priorities of the board or committee so that the liaison can be aware of possible connections or conflicts between the board or committee's issues or priorities and other issues and priorities of which the liaison may be aware.

None of the above should require the liaison to attend every meeting of the board or committee but attendance at a half to a third of their meetings is recommended to see how the committee works and to provide support. In addition, a liaison may make phone or email contacts with the chair from time to time (especially before or after board or committee meetings), may require attendance at board or committee meetings from time to time, or may require attendance at board or committee meetings on a regular basis while a particular issue is being considered.

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The Select Board liaison shall not express or imply a position of the Select Board on any issue on which the Select Board's position has not been voted (or at least discussed) at an open meeting, but may express his or her own opinion on any issue being considered by a board or committee.

The Select Board liaison shall not request a board or committee to do anything on behalf of the Select Board unless the Select Board has approved such request. The Select Board liaison may request a board or committee to do something explicitly at the request of that Select Board member, taking care that the board or committee understands that it is a request, not a requirement, and that it is from an individual, not from the Select Board.

Other Select Board members may attend open meetings of boards and committees to which he or she is not liaison but shall not act as a liaison during or as a result of that attendance and should communicate with the Select Board liaison, if appropriate, any interest or concern.

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